



CIVILIAN PERSONNEL FACT SHEET

Letter/Certificate of Appreciation

Individual or Group

PURPOSE: To express appreciation to an employee or group of employees for work performance, an act, or service that is above average. This is an all-purpose certificate that can be used to recognize employees for a variety of accomplishments that do not fall under the performance awards category. It may be used to recognize employee contributions to civic or professional activities normally expected in the performance of the job, such as speaking, participating in conferences, or other leadership activities.

ELIGIBILITY: Any Air Force civilian employee.

PROCESS: Prepare personalized letter on plain or letterhead stationery and provide to employee through supervisory channels. AF Form 3033, *Certificate of Appreciation*, should accompany the letter. This letter can be submitted at anytime.

APPROVAL AUTHORITY:

The letter and/or certificate may be signed by the immediate supervisor, a higher-level supervisor or any person having knowledge of the service rendered. There is no limit on the amount that may be awarded. The supervisor gives the letter and/or certificate to the employee.

This recognition is not recorded in the civilian data system and is not filed in the employee's Official Personnel Folder or Employee Performance Folder. It may be recorded on the AF Form 971, Supervisor's Employee Brief.

REF: AFI 36-1004, AFP 36-2861





DEPARTMENT OF THE AIR FORCE
435TH AIRLIFT WING (USAFE)

MEMORANDUM FOR EMPLOYEE

FROM: 435 MSS/DPCE

SUBJECT: Letter of Appreciation

Due to Ms. Jane Doe tireless efforts, this year's Summer Festival was a great success. She was instrumental in organizing and ensuring a smooth flow of all events. Her coordination with numerous vendors resulted in just-in-time delivery of food and beverages, which reduced the leftover products to just one percent. Thanks for a job well done.

IMA SUPERVISOR
Commander